

FILED: *Per. [Signature]*  
RETURN TO *Org. & Mgt.*  
RECORDS MANAGEMENT DIVISION

Chief, Records Center Branch

17 January 1955

Chief, Records Management Division

1. Attached is the draft of the operating manual for the Records Center which was prepared by [redacted]. There are also attached three loose pages handed to me by [redacted] for substitution for the related ones in the original document he prepared.

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2. Please assign someone to make the necessary revisions in this document to make it more complete and to eliminate any reference to CIA or any of the organizational units which are related only to this Agency and which may have the effect of identifying it. For instance, if reference is now made to CIA in the proposed manual this could perhaps be changed to read "agency."

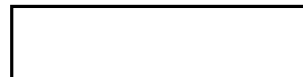
3. When this has been completely re-worked, a minimum number of copies, perhaps 6 or 8, should be prepared for the internal use of the Records Center. I would like to give one copy to [redacted] when we have completely moved to the new location.

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4. Do not make any changes on the attached material.

5. This should be completed at least one week prior to the completion of the move to the new location.

*[Signature]* 1/18/55  
Attachment



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## TRANSMITTAL SLIP

17 January 1955

(Date)

TO:

BUILDING

ROOM NO.

REMARKS:

Will you please review the attached material handed to me on 3 January be [redacted] It concerns the development of three different forms for use in the Records Center operations. Let me know as soon as possible your evaluation of this material.

FROM:

BUILDING

ROOM NO.

EXTENSION

FORM NO. 36-8  
SEP 1946

16-65268-1 GPO

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*File [Signature]*

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